

ASSIMILATION Checklist (USPHS)

DATE: ___ / ___ / 20__

NAME: _____

COMPLETED	TASK INFO
	<p>1. Reviewed the <u>criteria</u> to be eligible for appointment to the (USPHS) Regular Corps on the CCMIS website (http://dcp.psc.gov). Under the "Policies", use link to Commissioned Corps Personnel Manual, CC23.3, Instruction 4, Appt Standards and Appt Boards and under the "Publications", use link to Regular Corps Assimilation Program.</p>
	<p>2. Per #1 above, if criteria are met, downloaded the application (PHS-7034 "Application for Assimilation into the Regular Corps") under "Services" and then "Official Forms" on the CCMIS website.</p> <p>NOTE: Officers may not apply until after TWO continuous years of active duty service. If this criterion is not met by the application deadline date, the officer MUST wait until the two-year date arrives and then apply.</p>
	<p>3. In addition to #2 above submit a "<u>statement</u> about the reasons for requesting appointment to the Regular Corps and the officer's commitment to a career in the Corps" along with the completed application form.</p> <p>NOTE: An example of the officer's statement can be received by request by contacting your agency liaison, chief professional officer or the assimilation coordinator at the Office of Commission Corps Operation (OCCO).</p>
	<p>4. If at permanent O-4 grade or higher, officer MAY attach to the application a "supervisor's support statement"—justifying and supporting the application. Decision on whether or not to submit is a personal decision.</p> <p>NOTE: The supervisor statement is similar to the officer's statement; it simply has the supervisor input regarding the officer.</p>
	<p>5. Some agency liaisons recommend submitting completed applications by interoffice mail to them for review prior to submission to OCCO. While this is okay it is not a requirement of OCCO.</p> <p>NOTE: ALL 2005 applications are due to OCCO by 11 Feb 2005!</p>
	<p>6. Verified assimilation application in eOPF 30-90 days after submission. PIR will reflect date application was received complete.</p> <p>NOTE: This date is not necessarily the date on the application, as some applications are signed and not sent for months!</p>
	<p>7. Received letter verifying OCCO's receipt of assimilation application normally within 30-90 days after submission.</p>